



Office of the City Clerk

Weekly Report – for Week Ending July 14, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

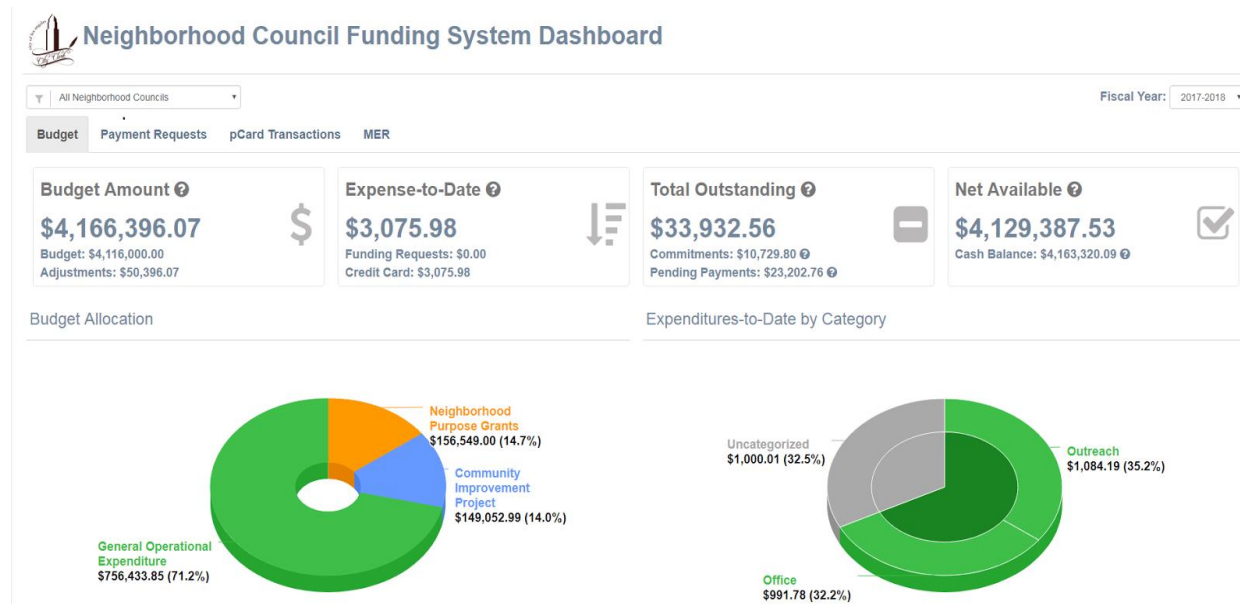
Administrative Services

Staff processed an early reversion worksheet for the Mayor's Office to re-appropriate funds from the Salaries, Grant Reimbursed account to cover payroll for the first two pay periods until additional FY17/18 salary funds are appropriated via a Council motion.

Administrative, systems and personnel services for the Office of Public Accountability have been transferred from the Office of the City Administrative Officer to the City Clerk as of Sunday, July 9, 2017.

Neighborhood Council Funding Program

We have successfully launched the new NC Funding online banking system. The public dashboard for the new portal is below. Additional training on how to use the system will be held next week in Central Los Angeles, South Los Angeles and the Harbor Area. More than 70% of the NCs have received training to date.



Business Improvement Districts

The South Park Business Improvement District joined with the Downtown Center Business Improvement District to host the first Downtown LA Open House on July 15, 2017.

Elections

Staff has created a series of in-house training sessions on how to administer and facilitate Neighborhood Council Elections. Training will begin next week.

Records Management

The City Attorney's Office researched the history of Administrative Code provisions pertaining to the Employee Relations Board and researched the records of the 1997 Charter Reform Commissions relative to the ERB. The City Attorney's Office also researched the Charter Reform Commission records relative to land use and property management issues.



Office of the City Clerk

Weekly Report – for Week Ending July 14, 2017

Systems

The master Council agenda template has been modified to display the new Council member and the re-elected Council President, Pro Tempore and the Assistant Pro Tempore information.

Staff met with ITA to finalize the vendor selection for the City-wide CPRA project that will centralize and track all public records requests. Next-Request has been selected as the vendor of choice. Workflow development will start in August.

A semi-annual disaster recovery exercise for Citywide systems took place on Saturday, July 15, 2017.